



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SPECIAL TROOPS BATTALION, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

AETV-SCS-H

24 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Memorandum # 8, Arrival Interviews

1. PURPOSE. To ensure all soldiers and civilians are aware of the Commander's Arrival Interview Policy.
2. APPLICABILITY. Headquarters, Special Troops Battalion all subordinate units.
3. Policy.
 - a. Unit commanders or 1SGs are required to meet with incoming personnel within 72 hours of their arrival in the unit. The entrance interview allows soldiers an opportunity to alert their chain of command to any professional or personal concerns.
 - b. Newly assigned officers, warrant officers and master sergeant and above will be scheduled to meet with the Battalion Commander as soon as practical after arrival in their unit. Newly arrived Noncommissioned Officers in the rank of Sergeant First Class and above will also meet with the Battalion Command Sergeant Major.
 - c. Additionally, new soldiers will attend a Quarterly Newcomers Breakfast at the dining facility. Attendees for breakfast include the Battalion Commander, Battalion Command Sergeant Major, S1, Chaplain, and family Support Group representative.
4. SUPERSESSION. This policy supercedes STB Policy Letter #8, dated 20 Nov 2001.
5. EXPIRATION. This policy memorandum expires 1 October 2003.
6. "Fit to Fight!"

MICHELE M. PUTKO
LTC, OD
Commanding

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